



Street Use

Special Event Permit

Issued by the City of Springfield, MO

Girls on the Run 5K

Approved event scheduled for:

Date: May 1, 2021
Time: 9:00 – 10:15 a.m.
Location: MSU 901 S National
Est. Attendance: 300

Approved by: Sharon Spain
Special Event Permit Coordinator
Date Approved: 4/01/21

CONDITIONS:

- Event must comply with most current recovery orders involving masking and social distancing. **(Contact tracing information is not required at this time.)**
- A Non-profit solicitation license must be obtained prior to the event date.
- Officers are not required for traffic safety at this event.
- If barricades are required for road closures and they must be readily movable in the event of an emergency to allow emergency vehicles to enter the area.
- Fire Lanes must be maintained in the event area.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Battalion Chief W. Spence, Bureau of Fire Prevention, at 417-864-2348 or by email at bspence@springfieldmo.gov)

This is a permit only and is not an endorsement of the scheduled event.



To view this route online:

<http://www.gmap-pedometer.com/?r=7425877>

<http://www.gmap-pedometer.com/gp/bookmark/view/id/7425877>

Online Form Submittal: Special Event Permit Application

noreply@civicplus.com <noreply@civicplus.com>

Tue 2/16/2021 5:41 PM

To: Spain, Sharon <:sspain@springfieldmo.gov>

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Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.

We will instruct all participants, spectators and volunteers via email in advance to wear a mask and social distance. We will have extra masks on hand for anyone forgetting theirs or losing a mask while running. We will use chalk to mark spots in the race line up area and instruct runners to line up on the spots as they enter the staging area. The event will be chip timed so runners will advance through the starting area in socially distanced segments. Volunteers will monitor the start area to keep runners socially distanced. All runners will be required to keep their mask on until they cross the start and replace their mask as soon as they cross the finish and before entering the post-race food/water area. We will instruct spectators to socially distance at all times, encouraging them to line up at different spots along the course to cheer or watch and not congregate near the start or finish area. We will use cones or chalk to mark spots for anyone needing to approach the race day registration/packet pickup area. Most packets will be picked up in advance. We have eliminated our pre-race celebration and post-race awards and will encourage all runners to leave as soon as they finish the race or exit the post-race food/water area if they choose to go through it. Spectators will be asked to leave as soon as their runner finishes.

Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.

We will have sanitizer on site to wipe any tables we use during the event. Volunteers will frequently sanitize the tables during use. Additionally, we will have hand sanitizer dispensers and gloves on site for use. Volunteers will use gloves to handle any items placed on the tables (bottled water, food, medals) and we will use a self-serve system for runners to pick up items. Only

race participants will be allowed in the post-race food/water area.

Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?

Yes

Organization Name Girls on the Run of Southwest Missouri

Address PO Box 14216

Contact Name Trish McAdams

E-mail Address trish@gotrswmo.org

Home or Desk Phone 4178602727

Cell Phone 4178602727

Fax *Field not completed.*

Second Contact Person *Field not completed.*

E-mail Address *Field not completed.*

Home or Desk Phone *Field not completed.*

Cell Phone *Field not completed.*

Fax *Field not completed.*

Promoter, if different from Organization, & Address *Field not completed.*

E-mail Address *Field not completed.*

Home or Desk Phone *Field not completed.*

Cell Phone *Field not completed.*

Fax *Field not completed.*

Event Information

Event Name Girls on the Run 5k

Event Description Charity (501(c)3 documentation required)

Please upload 501(c)(3) documentation if required. [501c3 approval letter.pdf](#)

If you checked Other above, please describe. *Field not completed.*

Event Date(s) May 1, 2021

Alternate Event Date(s) *Field not completed.*

Event Location Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street Missouri State University Campus

Event Address & Zip 901 S National Ave, Springfield, Mo 65897

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting from proceeds
Girls on the Run of SWMO
Trish McAdams
PO Box 14216, Springfield, MO 65814
417-860-2727

% of proceeds being donated 100

Is this a first-time event? No

If no, what was the last year the event was held? 2019

Please list any variations from the last year the event was held.
The 5k route was adjusted very slightly. We moved the start line closer to McDonald arena and instead of running down Cherry Street, runners will turn around on JQH. See Map attached.

Event Operations

Event Set Up Starts: 5/1/2021 6:30 AM

Event Set Up Complete By: 5/1/2021 7:30 AM

Event Start: 5/1/2021 9:00 AM

Event Close: 5/1/2021 10:15 AM

Event Teardown Starts: 5/1/2021 10:30 AM

Event Teardown Complete By: 5/1/2021 12:00 PM

Estimated Attendance Per Day	300
Will this event be open to the public?	Yes
Will you be charging admission?	Yes
Will you be accepting donations?	No
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	3260 W Camino Alto St
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<u>GOTR 5k Map 2021.pdf</u>
Food will be	Served
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	None - food will be donated or purchased by GOTR.
Contact name	<i>Field not completed.</i>
Mobile phone number	4178602727
E-mail address	trishmcadams26@gmail.com
Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>
Please provide the address at which alcohol will be sold, given away and/or consumed.	<i>Field not completed.</i>

Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	Missouri
Alcohol Will Be Served From:	Field not completed.
To:	Field not completed.
<p>City of Springfield Noise Standards</p> <p>(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.</p>	
Will there be live entertainment, music or amplified sound at your event?	No
If so, will stages be built?	Field not completed.
How many?	Field not completed.
Performances will start	Field not completed.
and conclude	Field not completed.
Will tents be erected for your event?	No
If you checked Yes,	click here to view tent permits and guidelines and to fill out an application for a tent permit.
Will additional electrical wiring be installed for the event?	No
How will you get electricity to your event?	Utility power
Will access to water be required for the event?	No
Will restroom facilities be	Yes

required for the event?

Have you arranged for security at your event? No

If so, who will be providing security? Please provide Organization, Address and Phone. *Field not completed.*

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. We will have 5-6 volunteer RN's from Cox South prepared to handle first aid and medical emergencies at our first aid station. Additionally, we will have 6 SBU nursing students on site, as well as approximately 10 other CPR certified volunteers.

Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event. We will be responsible for removing trash from the event area.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event. N/A - no food vendors used.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event. [Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance

[City-of-Springfield_Girls-on-the-Ru_21-22-Master-Ce_2-8-2021_1457049072_1.pdf](#)

INDEMNITY	I agree
CITY CODES/PERMITS	I agree
CONDUCT/NUISANCES	I agree
UPLOAD Event Site Map or Sketch here.	<u>GOTR 5k Map 2021_1.pdf</u>
Signature	By checking this box and typing my name below, I am electronically submitting my signature.
First Name	Trish
Middle Initial	<i>Field not completed.</i>
Last Name	McAdams

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)